

## **Security Clearance EPSQ**

1. The following is information for what is required to obtain a security clearance.
    - a) Go to [www.dss.mil](http://www.dss.mil). Download the entire packet of 29 pages. To get there you must click on **EPSQ**. Scroll down to **DOWNLOAD EPSQ**. Click on **Version 2.2**. Scroll down to where it says, “ **CLICK ON ICON TO DOWNLOAD EPSQ**.” **SAVE TO DISK** do not open from current location. Select **C DRIVE**. Once in program, click on **CREATE**. Once in create, click **USER FORM**. Choose first option **Request for Security Clearance (SF 86)**.
    - B) (1) Top Secret chooses **Single Scope Background Information**.  
(2) Secret choose **National Agency Check. (NAC or NACLC)**  
(3) Top Secret PR choose **Periodic Reinvestigation. (PR)**  
(4) Secret PR chooses **Secret PR or Confidential PR**.
  2. It is recommend that you download a hard copy and fill it out in pencil or pen with all your information before you type the actual one.
    - a) Take that information and enter it into the computer. For Top Secret, you need to go back 10 years, for Secret or PR's you only need to go back 7 years.
    - b) When you have completed the download of the EPSQ, sign on the last three pages where it is required then make two hard copies. Keep one copy that you should file in your records.
    - c) **Save to disk**. Change from C drive to A drive. Change the \*.zdb to your last name .zdb. This will save it to the disk. Make sure you save to two (2) different disks. (EPSQ automatically saves to your hard drive.) Take both disks and write your full name and SSN on it.
    - d) You will need two completed fingerprint cards. (FD 258) To obtain this you can go to or ask you local law enforcement stations or ask you higher headquarters.
    - e) When you have completed all of the above; Submit one (1) signed hard copy of the SF86, One (1) disk (The another disk will be kept by you in case this disk is misplaced), and two (2) completed Finger-print cards. Submit all this to your Senior Security Clearance Section which is one of the following:  
40<sup>th</sup> Division Security Clearance Section  
223<sup>rd</sup> MI Security Clearance Section  
OTAG Security Clearance Section
- \* Reminder keep one copy of all this material for your records. Also recommend you mail this first class to one of these sections because of your personal information.